

# Sandoval County Board of County Commissioners

## Agenda Item Summary

AGENDA ITEM # 2-20-14.7B

### 1. REQUESTED MOTION

#### ACTION REQUESTED:

Adopt Resolution No. 2-20-14.7B Authorizing the Submission of an Application for \$770,216.15 to the NM Department of Finance and Administration, Local Government Division, to Participate in the Local DWI Grant Program and Distribution Program for FY 2014-2015

#### WHY ACTION IS NECESSARY (Summary):

The application is for two major components of our DWI Program and is the majority of our DWI Grant funding. The Local DWI Grant is competitive and we are requesting \$325,545.02. The Distribution Grant is from Liquor Excise Tax and we are requesting \$444,671.13. A combined total of \$770,216.15.

### 2. REQUESTOR

COMMISSIONER SPONSORED: ☐ YES ☒ NO

DISTRICT: ☐ DISTRICT 1 ☐ DISTRICT 4  
☐ DISTRICT 2 ☐ DISTRICT 5  
☐ DISTRICT 3

DIRECTOR / ELECTED: Peggy Cote

DIVISION: Community Services

ELECTED OFFICE:

ATTACHMENTS: ☒ YES ☐ NO

### 3. MEETING DATE

February 20, 2014

### 4. AGENDA (To be completed by County Manager)

☐ PROCLAMATION  
☐ PRESENTATION  
☐ CONSENT  
☒ REGULAR  
☐ APPEAL

### 5. RECOMMENDATIONS

I recommend approval of this item.

### 6. FISCAL IMPACT

If the application is approved, \$770, 216.15 will be budgeted for FY 2014-2015.

### 7. RECOMMENDED APPROVAL (Initials & Date)

Department Director/Elected Official PC 2/7/14	Human Resources _____	Purchasing _____	County Attorney PFT 2/13/14	Finance Budget CCH 2/10/14	County Manager PPR 2/13/14	Other _____
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### 8. COMMISSION ACTION

☐ Approved ☐ Denied ☐ Deferred ☐ Other



## **SANDOVAL COUNTY**

### **RESOLUTION NO. 2-20-14.7B**

**A RESOLUTION AUTHORIZING THE COUNTY TO SUBMIT AN APPLICATION TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION, LOCAL GOVERNMENT DIVISION TO PARTICIPATE IN THE LOCAL DWI GRANT AND DISTRIBUTION PROGRAM.**

**WHEREAS**, the Legislature enacted Section 11-6A-1 through 11-6A-6 NMSA 1978 as amended to address the serious problems of Driving While Intoxicated in the State; and

**WHEREAS**, a program is established to make grant and distribution funding available to counties and municipalities for new, innovative or model programs, services or activities to prevent or reduce the incidence of domestic abuse related to DWI, DWI, alcoholism and alcohol abuse; and

**WHEREAS**, the county DWI planning council and other governmental entities approval must be received in order to apply for grant and distribution funding; and

**WHEREAS**, the County along with participating agencies is making application to the Department of Finance and Administration, Local Government Division for program funding.

**NOW THEREFORE BE IT RESOLVED** by the governing body of the Sandoval County DWI Program that the County Commission Chair, on behalf of the County and all participating entities, is authorized to submit an application for the Distribution and DWI Grant, FY15 program funding under the regulations established by the Local Government Division.

**APPROVED AND ADOPTED** by the governing body at its meeting held on the \_\_\_\_\_ day of \_\_\_\_\_ 2014.

**BOARD OF COUNTY COMMISSIONERS  
OF SANDOVAL COUNTY**

\_\_\_\_\_  
Darryl F. Madalena, Chair

**ATTEST:**

\_\_\_\_\_  
Peggy Cote, Representative  
DWI Planning Council

\_\_\_\_\_  
Eileen Garbagni  
County Clerk (SEAL)

**Grant/Distribution Funding Application Cover Sheet**  
**Local DWI Grant Program**  
**Local Government Division - DFA**

County: Sandoval

Application No. \_\_\_\_\_ Date: 3/7/2014  
 (Office Only) (of Application)

**Contact Person or Project Director:**

Name: Diane Irwin  
 Address: 711 S. Camino Del Pueblo  
 City, Zip: Bernalillo, NM 87004  
 Telephone: 505 362-6010  
 E-Mail: Dirwin@sandovalcountynm.gov  
 Fax: 505 867-8170

**Fiscal Agent:**

Name: Sandoval County DWI  
 Contact Person: Sharon C. Torres  
 Mailing Address: 711 S. Camino Del Pueblo  
 City, Zip: Bernalillo, NM 87004  
 Telephone: 505 362-1471  
 E-Mail: Storres@sandovalcountynm.gov  
 Fax: 505 867-8170

**Categories of Program Areas to be Addressed by Proposed Project**

[Indicate amounts budgeted for each program area.]

	<u>Grant</u>	<u>Distribution</u>	<u>Component Total</u>
Prevention:	-	81,882.36	81,882.36
Enforcement	-	24,000.00	24,000.00
Screening	-	20,963.28	20,963.28
Domestic Abuse	88,584.62	-	88,584.62
Treatment	184,225.18	-	184,225.18
Compl. Mtr./track	-	214,342.96	214,342.96
Coord/Plan& Eval.	42,735.22	103,482.53	146,217.75
Alt. Sentencing	10,000.00	-	10,000.00
Total	325,545.02	444,671.13	770,216.15
	Total Grant Request	Total Distrib. Request	Total Program Request

**Certification:**

The attached resolution adopted by the governing body of Sandoval County DWI Program on \_\_\_\_\_  
 (Applicant) (Date)  
 authorizes the applicant to file this application for assistance from the State of New Mexico.

To the best of my knowledge, the information presented in this application is true and correct.

\_\_\_\_\_  
 Darryl Madalena  
 County Commission Chairperson

**STATEMENT OF ASSURANCES**  
**Local DWI Grant and Distribution Program**  
**Project Year 15: July 1, 2014 – June 30, 2015**

The applicant hereby assures and certifies compliance with the following statutes, rules, regulations, and guidelines associated with the acceptance and use of funds under the New Mexico Local DWI Grant and Distribution Program:

1. Compliance with the provisions of the New Mexico Local DWI Grant Program Act, Sections 11-6A-1 through 11-6A-6 NMSA 1978 as amended, the regulations, and the approved LDWI Guidelines.
2. The applicant has the responsibility and legal authority to receive and expend funds as described in the grant and distribution project description, as well as to finance the grantee share (if any) of costs of the project, including all project overruns.
3. Compliance with the State Procurement Code, with the exception of Home Ruled Governments, and submission of all related procurement documents to the Local Government Division for administrative review and approval, prior to execution, including, but not limited to: requests for professional services (RFPs); advertisements; minutes of pertinent meetings; contract selection and award criteria. All project-related services, activities or programs done through a service provider must be implemented through a professional services contract. Any project-related contract, subcontract, or agreement and related amendments, providing services to the grant or distribution program, must be submitted for administrative review by the Division prior to execution.
4. Adherence to all financial, accounting, and reporting requirements of the Department of Finance and Administration. Distribution programs will include with each quarterly narrative progress report the Grant Fund Agreement Exhibit F, The Local DWI Distribution Program Financial Status Report. Grant programs will include with each quarterly narrative progress report the Local DWI Program Request for Payment/Financial Status Report, Exhibit D. The said reports shall contain narrative and/or bulleted highlights of accomplishments and/or problems and delays encountered to date, a detailed budget breakdown of expenditures to date, a summary of any fees collected and/or expended, the Managerial Data Set, Planning Council meeting agendas and minutes, and such other information following the objectives of the county's evaluation as may be of assistance to the Division in its evaluation.
5. Compliance with the requirement to not budget, nor expend, any of the grant amount awarded or the amount distributed for **indirect administrative costs** incurred during the grant or distribution fiscal period. Requests for payment or financial status reports shall document all direct program administrative expenditures and in-kind/match administrative expenditures.

6. Compliance with the requirement to not budget, nor expend, greater than **ten percent** of the grant amount awarded or the amount distributed for **capital outlay** incurred during the grant or distribution fiscal period. Requests for payment or financial status reports shall specify all capital outlay expenditures. **The ten percent cap for capital outlay does not exist with detoxification funding grants.**
  7. Compliance with all required reports, including but not limited to: the first quarter narrative and fiscal reports due on the last working day of October; the second quarter narrative and fiscal reports due on the last working day of January; and the third quarter narrative and fiscal reports due on the last working day of April; the fourth and the final quarter narrative and fiscal reports for the fiscal year due the 15<sup>th</sup> of July; required screening, treatment, and compliance monitoring protocols; required evaluation plans; required fiscal reports; required screening and tracking managerial data reports; and required annual reports.
  8. Compliance with the current Local DWI Grant Program Screening Guidelines. To avoid any conflict of interest, or appearance of conflict of interest, screeners should not be affiliated with any contracted treatment agency. Clients will be given options for treatment and will not be *mandated* to treatment with the same agency that does the screening.
  9. If applicable to the applicant, compliance with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Department of Health and Human Services regulation entitled "Standards for Privacy of Individually Identifiable Health Information", 45 CFR Parts 160 and 164, applicable to entities covered by HIPAA; (the HIPAA Regulations).
  10. Any distribution program under run amount for the fiscal year must be returned to the Local DWI Grant Fund by September 30 of the following fiscal year. Failure to remit an under run to the Local DWI Grant Fund will cause suspension of grant reimbursements and/or future distributions until the remittance is made.
  11. Grant program under runs revert to the Local DWI Grant Fund.
  12. Compliance with all applicable conditions and requirements prescribed by the Division in relation to receipt/accountability of state General Funds.
  13. The grant applicant will follow the scope of work for the grant program, as negotiated with the Local Government Division, and in accordance with the local planning council's approved plan. The applicant will submit any proposed modifications/amendments to the scope of work to the Division for its approval, prior to execution.
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14. The distribution program applicant will follow the local planning council's application as approved by DWI Grant Council in the application review process. The applicant will submit any proposed modifications/amendments to this proposal to the Division for its written approval, prior to execution of changes to programs.
15. Compliance with conflict of interest prohibitions whereby no member, officer, or employee of the grant or the distribution program, or its designee or agents, no voting member of the local planning council or of the governing body of the locality in which the program is situated, and no other public official of such locality who exercises any functions or responsibilities with respect to the program during his/her tenure (or for one year thereafter) shall have any interest, direct or indirect, in any contract or subcontract for work to be performed in the program. The grant and/or the distribution program shall incorporate, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purposes of these stated provisions.
16. Compliance with the maintenance of records as will fully disclose the amount and disposition of the total funds from all sources budgeted for the grant or distribution agreement period, the purpose of undertaking for which such funds were used and the amount and nature of all contributions from other sources, and such other records as the Division shall prescribe. Such records shall be preserved for a period of not less than six (6) years following completion of all the conditions of the grant agreement and the distribution program administrative guidelines.
17. The applicant will provide access to authorized State officials and representatives of all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project in order to make audits, examinations, excerpts and transcripts.
18. The applicant will provide DFA's auditor and evaluator timely access to all program records and information. Additionally, the applicant will assure that records of subcontractors working for the applicant are retained and made available to DFA's auditor and evaluator.

**Darryl Madalena**

County Commission Chairperson

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **DOH ASSURANCES AND COOPERATIVE AGREEMENT**

The Sandoval County DWI Program referred to as the "Program" and the New Mexico Department of Health (DOH), Epidemiology and Response Division hereby receives the following assurances and enters into the following cooperative agreement, to carry out the requirements of the evaluation MOU between DOH and DFA:

The DOH:

1. Acknowledges that it is in full compliance with the provisions concerning research activities in Section 2.52 of Federal confidentiality regulations, 42 CFR Part 2, including:
  - a. That a research protocol is maintained in accordance with the security requirements of § 2.16 of 42 CFR Part 2; and
  - b. That client identifying information will not be re-disclosed except back to the Program from which the information was obtained; and no individual client will be identified in any report resulting from any epidemiologic research; and
  - c. That the Epidemiology and Response Division has provided a satisfactory written statement that a group of three or more individuals who are independent of the research project has reviewed the protocol and determined that:
    - (i) The rights and welfare of clients will be adequately protected; and
    - (ii) The risks in disclosing client identifying information are outweighed by the potential benefits of the research.
2. Acknowledges that in receiving, storing, processing, or otherwise dealing with any information from the Program about the clients in the Program, the Epidemiology and Response Division is fully bound by the provisions of the Federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2: and
3. Undertakes to resist in judicial proceedings any effort to obtain access to information pertaining to patients otherwise than as expressly provided for in the Federal confidentiality regulations, 42 CFR Part 2.

The Program:

1. Agrees to allow the Epidemiology and Response Division access to client records from the web based client screening and tracking system for those clients provided services through the Local Government Division DWI Grant Program, for the purpose of conducting outcome monitoring research activities.

This agreement will become effective on July 1, 2014.

This agreement will expire on June 30, 2015.

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Michael Landen, MD, MPH,  
State Epidemiologist and  
Director Epidemiology and Response Division  
New Mexico Department of Health  
Harold Runnels Building  
1190 St. Francis Drive  
Santa Fe, NM 87502

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Darryl Madalena  
County Commission Chairperson